



Manager's Report

for Council Meeting March 9, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Ashcraft Associates
Capital Digital Inventory LLC
Dunlap & Grubb PC
Hair Time Inc
Infusion-Atlacatl Inc
Kathleen's Antiques & More LLC
Lotus Day Spa, Face & Body
Moon Bounce Butler's
Peter M Sweeny, Esquire, PC
US Professional Medical Billing Solutions LLC

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of February 21, 2004 through March 5, 2004:

New Hires

None

Position

Department

Promotions

Russell Chambers	Assistant Plant Supervisor	Water Treatment
Louis Chetosky	Maintenance Worker II	Streets

Transfers

None

Separations

Resignations:

Tommy Chaffins	Inspector	Utility Lines
Paul Holzerland	Police Officer	Police Department

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION:**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: FEBRUARY 18, 2004 – MARCH 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Holy Trinity Lutheran Church TLPF-2003-0010 (605 West Market St NW)	Preliminary/Final Development Plan/ Planning Commission 1 st Submission Briefing	1 st	Construction of a 10,581 square foot building addition for expansion of child care and church uses
Providence Baptist Church Addition TLDW-2003-0005 (205 Church Street)	Development Plan Waiver/No Adverse Impact Plan Certification/ Planning Commission Information	2 nd	Construction of a 3,600 square foot building expansion onto the existing church building
Loudoun Motor Sports TLDW-2004-0001 (212 Catoctin Circle SE)	No Adverse Impact Certification Plan	1 st	Reuse of the old Southern States building for motorcycle sales and service Expedited Review
Rehau Headquarters Expansion DP 1998-17 (1501 Edwards Ferry Rd NE)	Revision to Approved Development Plan	1 st	Removal of water service line and meter
South Harrison Street Trail (Harrison Street & Depot Court)	Capital Improvement Project (CIP) Plan	1 st	Construction of trail connecting South Harrison Street parking lot to McKinley building Expedited Review
Beauregard Estates, Phase 5 (200 Block of Lawson Road, SE)	Final Plat	3 rd	Construction of nine single family detached residential dwellings
Cardinal Industrial Park, Lots 11, 12 & 13 TLCS-2004-0001 (1, 3 Cardinal Park Drive SE)	Plat of Correction	1 st	Correction of boundary lines
Battlefield Marketplace TLRD-2004-0004 (1200 Edwards Ferry Rd NE)	Revision to Approved Construction Drawings (Grading)	1 st	Construction of an earthen berm and fence between Target and single family homes in Edwards Landing, Phase 2B (located only on Target property) Expedited Review
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: FEBRUARY 18, 2004 – MARCH 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Beauregard Estates, Phase 5 (200 Block of Lawson Road, SE)	Construction Drawings	6 th	Construction of nine single family detached residential dwellings
Cardinal Industrial Park, Lots 11, 12 & 13 TLCS-2004-0001 (1, 3 Cardinal Park Drive SE)	Plat of Correction	1 st	Correction of boundary lines

Edwards Landing, Phase 2B/Target Berm TLRD-2004-0003 (1200 Edwards Ferry Rd NE)	Revision to Approved Construction Drawings (Grading)	1 st	Construction of an earthen berm and fence between Target, Costco and single family homes in Edwards Landing, Phase 2B (located on multiple properties) Expedited Review
Battlefield Marketplace TLRD-2004-0004 (1200 Edwards Ferry Rd NE)	Revision to Approved Construction Drawings (Grading)	1 st	Construction of an earthen berm and fence between Target and single family homes in Edwards Landing, Phase 2B (located only on Target property) Expedited Review
Potomac Station Cinema De Lux (On the south side of Fort Evans Road adjacent to the Potomac Station Apartments)	Preliminary/Final Authorization	1 st	Construction of a multiplex cinema
Leesburg Plaza East TLSE-2004-0003 (500 Block of E. Market St)	Special Exception Referral	1 st	Construction of a 3,224 square feet of bank with drive-thru Expedited Review
Leesburg Plaza East TLSE-2004-0002 (500 Block of E. Market St)	Special Exception Referral	1 st	Construction of a 3,663 square feet of bank with drive-thru Expedited Review
South Harrison Street Trail (Harrison Street & Depot Court)	Capital Improvement Project (CIP) Plan	1 st	Construction of trail connecting South Harrison Street parking to McKinley building Expedited Review
Dulles Motor Cars @ Parker Court TLPF-2003-0005 (307 Parker Court)	Preliminary/Final Development Plan	3 rd	Construction of 2,295 square foot building for auto sales and repair and associated paved parking for vehicular display, storage and employee and customer parking
KFC/A&W TLSE-20002-0012 (911 Edwards Ferry Road)	Special Exception Referral	3 rd	Construction of a 11,815 square foot drive-thru restaurant
God's Children Learning Center TLPF-2004-0002 (101 Davis Avenue SW)	Preliminary/Final Development Plan	1 st	Reuse of an existing single family dwelling for daycare center
Dulles Motor Cars @ Parker Court TLPF-2003-0005 (307 Parker Court)	Preliminary/Final Development Plan Planning Commission Action	3 rd	Construction of 2,295 square foot building for auto sales and repair and associated paved parking for vehicular display, storage and employee and customer parking
Jafari Office Building DP 2002-25 (40 Sycolin Road)	Preliminary/Final Development Plan	3 rd	Construction of 6,000 square feet of office (two buildings) adjacent to an existing dwelling which will be retrofitted to accommodate office uses
Potomac Station Retail, Parcel B DP 2000-13 (Adjacent to intersection of Battlefield Parkway and Route 7)	Revision to approved Construction Drawings	1 st	Revisions to sanitary sewer lateral connections to buildings D1 and D2 relating to the construction of 138, 683 square feet of retail uses
PLANS APPROVED OR RECORDED DURING THE PERIOD OF: FEBRUARY 18, 2004 – MARCH 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Catoctin Circle Center TLPF-2003-0008 (100 Block Catoctin Circle NE)	Preliminary Development Plan Planning Commission Action	3 rd	Construction of four buildings with a total of 99,200 square feet to include office, retail, bank and restaurant uses CONDITIONALLY APPROVED Expedited Review

Dulles Motor Cars at Parker Court TLPF-2003-0005 (307 Parker Court)	Preliminary/Final Development Plan/ Planning Commission Action	2 nd	Construct a 2, 295 square foot building for auto sales and repair and associated paved parking for vehicular display, storage and employee and customer parking CONDITIONALLY APPROVED Expedited Review
Hawks View Glen TLCD-2003-0001 (Adjacent to Fox Chapel at Tudor Knolls Condos)	Construction Drawings	2 nd	Subdivision of 36 Townhouse lots/dwellings and related infrastructure RECORDED
Hawks View Glen TLFS-2003-0001 (Adjacent to Fox Chapel at Tudor Knolls Condos)	Final Plat	4 th	Subdivision of 36 Townhouse lots APPROVED

ZONING DIVISION**Zoning Permits Issued Residential**

Edwards Landing 1 SFD @ \$105,000
Potomac Station 1 SFD @ \$100,000
Potomac Crossing 1 SFD @ \$105,000
Stowers 17 SFD @ 100,000

Zoning Permits Issued Commercial

241 Ft Evans Road NE Unit#717 tenant fit-up Leesburg Corner
241 Ft Evans Road NE Unit #1255 & Unit 1257 tenant fit-up @ \$20,000 ea. Leesburg Corner
Outlet Mall
241 Ft Evans Rd Unit#317 interior fit-up Guess @ \$95,000 Leesburg Corner Outlet Mall
407 East Market Street install portable classroom @\$55,000 Douglas Community Center
407 East Market Street alterations to pavilion @\$5,000 Douglas Community Center
50 Ida Lee Dr N.E. ½ bath added to maintenance shop @ \$12,430.00
8 Prosperity Ave. S.E. gazebo @ \$2,500 Comfort Suites-Hotel Squared

Occupancy Permits Issued Residential

Edwards Landing 2 SFD & 5 SFA
Stratford LB-C 5 SFA
Potomac Crossing 2 SFD & 3 SFA
Potomac Station 2 SFD
Hamlet at Leesburg 1 SFA/Duplex

Occupancy Permits Issued Commercial

24D Plaza Street NE
50 Catocin Circle NE Leesburg Plaza

Special Exceptions

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing was held on February 24, 2004. Applicant is revising the plat for potential vote at the **March 9, 2004** Council meeting.

2. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass. This application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing was held on February 24, 2004. The application is ready for a vote at the **March 9, 2004** Council meeting.
3. SE 2002-12 KFC/A&W: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Revised plans were resubmitted on November 20, 2003. The Planning Commission public hearing was held on February 5, 2004. Applicant has requested additional time to address comments and to return to the Commission at the **March 18, 2004** meeting.
4. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
5. SE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford is seeking special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
6. SE 2004-0001 Animal Emergency Hospital: Located at 741 Miller Drive in the Airpark Commerce Park adjacent to the Leesburg Municipal Airport. The applicant Animal Emergency Critical Care Associates, P.C., is seeking special exception approval for a 11,500 square foot veterinary clinic in an existing building in the I-1 (Industrial Research Park) District. The plans were accepted for review on February 2, 2004 and are currently under review.
7. SE 2004-02 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant is seeking special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
8. SE 2004-03 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes

on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.

9. Potomac Station Gas Station/Convenience Store (case number unassigned): Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station drive. The applicant seeks special exception approval to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application is currently under initial review for acceptance.

Rezoning

1. ZM 2003-0003 Leesburg Central Rezoning: Located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street across from the County Government Center. The applicant, James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street. The plans were accepted for review on August 22, 2003 and revised plans have been submitted twice. The Planning Commission public hearing was held on January 15, 2004. On February 19, 2004 the Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for **March 23, 2004**.
2. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
3. ZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003 and are currently under review.
4. Meadowbrook (case number unassigned): Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The plans were submitted on January 30, 2004 and were officially rejected on February 11 due to deficiencies in the required traffic study.

Town Plan Amendments

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the transportation element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003 and is currently under review.

2. Meadowbrook (case number unassigned): Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the transportation element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The amendment was submitted on January 30, 2004 and was officially rejected on February 11 due to deficiencies in the required traffic study.

Zoning Ordinance Amendments

No Zoning Ordinance amendments are being processed at this time.

Board of Zoning Appeals Cases

BZA 04-01 Variance-301 S. King Street: The applicant, PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. At the March 1, 2004 meeting the BZA granted the applicant's request to defer the variance application until June 2004.

Board of Architectural Review Cases

The next Board of Architectural Review meeting is scheduled for Monday, March 15, 2004. The agenda includes 10 applications.

Miscellaneous

Holtzman Sign: At the February 24 meeting Council approved a resolution to permit the refacing of a pole sign for the property at 148 Catoctin Circle, S.E.

WATER & SEWER ADMINISTRATION

During this time frame:

- 20 Public Facility Permits were issued totaling \$246,202.00
- 36 work orders were issued for meter sets
- 22 requests for occupancy inspection were issued.

Capital Projects Update

- Water Meter Conversion – The project has been completed and the contractor is working on punch list items.
- During this period, eleven plans and one request for modeling were received for review within the service area.
- Several meetings were held with developers and engineers to review upcoming projects.
- Staff is in the process of obtaining approval from Town Council to establish a process for prequalification of contractors for the next expansion of the water Pollution Control Facility.
- A design contract for engineering services associated with the expansion of Kenneth B. Rollins Water Treatment Plant is in process of being issued.
- Approval is being obtained from Town Council for issuance of a contract for engineering services during construction for the Water Pollution Control Facility expansion.

Utility Lines Division**Training:**

- Utility Lines Deivision attended training on Rapid Seal manhole demo on Lawson Road.

- Utility Lines Division attended a trade show in Chantilly, Va.
- Utilities Lines Division held their monthly safety meeting on general safety.
- Steve Melnikoff and Rodney Conner attended computer training on advanced Word.
- Andy Noland and Rodney Conner attended VDOT certification school on Asphalt Field Inspection.
- Steve Melnikoff attended VDOT certification school on Nuclear Testing.
- Doug Anderson and Mike Osman attended VDOT soils training.
- Max Mellott, Doug Anderson, Mark Baker, Mark Hutchinson, Scott Lincoln, Mike Osman, Stanley See, Ken Binder, Mike Cummings, Herb Gallahan, John Creamer, Lesley McClaughry, Steve Melnikoff, Daryl Campbell, Rusty Cromer, Jamie Morin, Hank Woodward, Jason Ziemann and Rick Schooley attended the Regional Sewer Conference.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigation
- rodding & cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

Summary Programs

- staff performed complete maintenance on 81 fire hydrants.
- staff completed 46 new connections to town utility system
- staff completed 8 water leak repairs
- staff responded to 636 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of March 5, 2004

Department	# Vac s	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director (Second recruitment)	7/1/03	√	√				
	1	Maintenance Worker I		√	√	√			
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng & PW</i>	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√					
	1	Maintenance Worker I	11/24/03	√	√	√	√		
	1	Maintenance Worker I	2/20/04	√					
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√				
	1	Director of Finance	10/21/03	On hold					
<i>IT</i>	1	Webmaster	12/30/03	√	√				
<i>P&R</i>	1	Recreation Program Mgr	12/30/03	√	√	√	√		
	1	Custodian	1/6/04	√	√				
<i>P & Z</i>	1	Senior Planner	7/01/03	√	√	√	√		
	1	Zoning Inspector	2/20/04	√					
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√	√	√		
	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
	1	Police Officer	2/15/04	√					
	1	Communication Technician	2/15/04	√					
	1	Police Officer	3/4/04	√					
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Inspector	2/13/04	√					
<i>Water Supply</i>	1	Utility Plant Supervisor	1/12/04	√	√	√	√	√	√
	1	Sr. Utility Plant Operator	3/1/04	√					
<u>TOTAL</u>	26								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.